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Chief, Management Staff

5 September 1956

Chief, O&M Staff (DD/P Area)

Area Weekly Report for Period 30 August Through 5 September

**1. Accomplishments**

**(a) T/O's Processed**

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|---------|----------------------|--|-------------|
| 25X1A9A | <input type="text"/> | (1) MS-888, OC, Supplemental Programs Division T/O, <input type="text"/> | 25X<br>1    |
| 25X1A9A | <input type="text"/> | (2) MS-969, Establishment of Position in <input type="text"/>            | 25X1A6<br>A |
| 25X1A9A | <input type="text"/> | (3) MS-970, WH, Transfer and Position Changes, 4 Positions               |             |

**2. Current Assignments**

- |         |                      |   |                       |
|---------|----------------------|---|-----------------------|
| 25X1A9A | <input type="text"/> | (1) MS 6-42, GS Information Reports Distribution Analysis and Procedures                                      |                       |
|         |                      | (2) MS-931, PPC Revised Hdqs T/O, <input type="text"/> Positions  | 25X9A<br>2            |
|         |                      | (3) ES-1854, Cover Improvements for Staff Employees and Staff Agents Terminal Processing.                     |                       |
|         |                      | (4) MS 6-50, ES-2298, Pouch Registering Procedure.  |                       |
| 25X1A9A | <input type="text"/> | (5) 6-53 <input type="text"/> Analysis of Organization of FI Staff.   | 25X1A9<br>A           |
|         |                      | (6) MS-974, Reallocation of Positions in <input type="text"/> Operations Base.                                | 25X1A6<br>A           |
|         |                      | (7) MS-975, T/O Change  |                       |
|         |                      | (8) MS-953 <input type="text"/> , OC, Reorganization of Engineering Division, <input type="text"/> Positions. | 25X1A9<br>A25X9A<br>2 |

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- (9) MS 6-32 (x ) Follow-up  
on National Agency Name Check Project.
- (10) MS 6-44 (x ) Administrative  
Burden at Small Stations.
- (11) MS 5-38 (x ) T/O System Analysis,  
Manpower Control
- (12) MS-963, WH, Reclassification of Posi-  
tion,
- (13) MS 6-30, DD/P Forms Program
- (14) MS 6-34, DD/P Reports Management  
Program.
- (15) MS 6-46, DD/P Business Machine  
Facilities
- (16) MS 6-52, Re-examination of FE/2  
Admin. Officer Duties
- (17) MS 2071, Employee Suggestion -  
Identifying References in Dispatches.

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